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Single Point of Contact

Senatsverwaltung für Wirtschaft, Energie und Betriebe

Address

Martin-Luther-Str. 105
10825 Berlin

Contact

Telephone: (030) 9013-7555
Fax: (030) 9028-5301
Internet: <http://www.berlin.de/ea/en/>
E-mail: ea@senweb.berlin.de

Barrier-free access



[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

Opening hours

Monday: by appointment only
Tuesday: by appointment only
Wednesday: by appointment only
Thursday: by appointment only
Friday: by appointment only

Nahverkehr

S-Bahn

Insbrucker Platz: S42, S41, S46, about 10 minutes walk

U-Bahn

Rathaus Schöneberg: U4, about 3 minutes walk

Bus

Rathaus Schöneberg: 104, M46, about 3 minutes walk

Payment options

Payment is not provided

Apply for a Trade Licence Card

If you need proof in another country that you are doing business in the Federal Republic of Germany, you can have a Trade Licence Card issued. You need the Trade Licence Card, for example, if you work as a commercial agent abroad.

There is no guarantee that the Trade Licence Card will be recognised abroad.

Procedure:

1. You apply for the Trade Licence Card at the competent authority.
2. The authority will check your application and your personal reliability.
3. The card will be issued to you after payment of the administration fee.

Prerequisites

- **Registered trade**

You must have a trade in Berlin.

- **Personal reliability**

You have to be personally reliable and prove this with corresponding current evidence from the Federal Central Criminal Register and the Central Business Register.

Documents required

- **Application**

The application can be submitted in text form. In addition to personal details, information on the intended occupation and the destination country is also required.

- **Identity document**

Identity card or other official identification document with photo. Residence permit if the applicant is not a national of an EU country.

- **Certificate of good conduct for presentation to an authority**

(<https://service.berlin.de/dienstleistung/120926/>)

To verify personal reliability, an extract from the Federal Central Register (certificate of good conduct) is required for submission to an authority (document type O).

The information must not be older than three months.

- **Excerpt from the central business register for presentation to an authority**

(<https://service.berlin.de/dienstleistung/327835/>)

To verify personal reliability, information from the central business register is required for submission to an authority (document type 9).

The information must not be older than three months.

- **If necessary, current excerpt from the commercial register**

Registered businesses please submit a current excerpt from the Commercial Register (Handelsregister).

Fees

40.00 to 500.00 euros per expense

Legal basis

- **Trade Regulations (Gewerbeordnung or GewO) § 55 b Sec. 2 - Trade Licence Card**
(https://www.gesetze-im-internet.de/gewo/_55b.html)
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung or VGebO)**
(https://gesetze.berlin.de/perma?a=VwGebO_BE)

Average time to process request

Approx. 1 week

More information

- **Information about privacy**
(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/_assets/merkblatt-dsgv.pdf)

Hinweise zur Zuständigkeit

The application for a Trade Licence Card must be submitted to the competent Public Order Office responsible for the business location.